

**West Bedford School
School Advisory Council (SAC)**

January 16th, 2024, 6:30 pm to 8:15 pm

Location: West Bedford School Library

Members Present:

1. **Co-Chair:** Jamuna Loganath (parent of a 7-8 student, English program)
2. **Principal:** Susan Casey (Principal, grades p-8)
3. **Support Staff (Library Specialist):** Heather MacIntyre (Support Staff, Library)
4. **Teacher Representative:** Shannon Christie (Grade 4 teacher, English program)
5. **Teacher Representative:** Paola Bartolacci (Learning Support Teacher)
6. **Parent Representative:** Yin (Alex) Li (parent of a P-3 student, French Immersion program)
7. **Community Member:** Gary Schmeisser
8. **Community Member:** Moataz Ibrahim
9. **Community Member:** Krista Beam

Regrets:

1. **Co-Chair:** Karen Lockerby-King (parent of a 4-6 student, English program/formerly French Immersion program)
2. **Parent Representative:** Bei Zhou (parent of P-3 & 4-6 students, English program)
3. **Student Representative:** Meagan Fry (Grade 8 Student, English program)
4. **Student Representative:** Kanishka Loganath (Grade 8 Student, English program)
5. **Teacher Representative:** Corinne Trottier (Grade 6 teacher, English program)

Observers:

1. Joanne Treen (Vice Principal, WBS, grades 4-8)
2. Courtney Smith (Vice Principal, grades P-3)

Guest:

1. **Chris Smith** Jostens
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Meeting Summary

1. **Opening**
2. The meeting commenced with the distribution of the agenda, minutes of the December 19, 2023 meeting, agenda notes from Susan Casey, letter from the Minister of Education and Early Development on SAC's and available funds, package on School Food and Nutrition Policy SAC Survey Report from Education and Early Childhood Development, four proposal requests for funding from SAC, and information on Jostens. New members and guests to the meeting introduced themselves - Krista Beam Community Member, Courtney Smith (Vice Principal, grades P-3) and Chris Mahone Jostens.

The meeting agenda was unanimously approved.

2. Approval of Minutes

The minutes of the December 19,2023 meeting were approved. The minutes will be posted on the school website under the SAC page.

3. Presentation by Chris Mahone Jostens- School Identity:

Chris distributed and reviewed a brochure that outlined the process they follow. The process is for both schools to arrive at a common outcome. Chris met with the High School in November. One goal is to find who you are and who you become. This is an opportunity to establish your identity. This will help to create student memories of their school experience and provide staff with the connection of how they positively affect students and help them grow.

There was a Stakeholder Survey and Town Hall Meeting. Survey results were received from over 500 participants.

Chris reviewed the survey results as noted in the following which included many of suggestions for the school identity.

The one that came across the strongest with no connection to other local brands was the Wolves. The Wolf has the meaning of strength, tenacity, resilience, humble. Wolves are social and strong leaders. The Wolf represents loyalty, family, communication, wisdom, teaching, and intelligence. Wolf gives the feeling of being safe as being part of a pack.

Jostens will develop Athletic and Academic Brands. This will include a letter head.

Colors discussed were as follows:

- Silver / Black /Red
- Teal / Silver / Black or dark grey

The survey asked for the participants to describe the culture of the school in one word. The results were all great words and very positive which shows that great things are happening at the school.

The survey also asked for a suggestion that would enhance the experience of students. Some of the feedback received were safety, positive feedback, add events, plant a tree this year for each school to symbolize the opening of the two schools, building pride in the schools through sport teams, field trips and many more.

Chris and Jostens will now take all the survey information, town hall and feedback form the two SACs, and summarize what they received and heard. They will use this to provide a recommendation on creating the identity of the schools in a very meaningful way that will not only identify with the school but also with the community.

4. Old Business

- Follow-up on Action Items from Previous Meetings
 - Policies- Susan to confirm any policies specific to WBS or new policies from HRCE. In notes the Susan confirmed no new policies specific to WBS or from HRCE.
 - Micro Survey Questions and Student Success Survey Question for SAC info/review. In notes from Principal the survey is in progress and surveys will go out the end of January/early February to staff, students, and parents. This will replace the Parents Pulse survey.

5. New Business

- SAC review of School Food and Nu\$6200.00 trition Policy was not discussed due to running out of meeting time. It will be placed on next month's agenda:
 - Was Completed in Fall but low participation and SAC is invited to provide ongoing input if SAC has any additional thoughts related to the school food environment- documents attached (HRCE contacts are: Sharlene.whelan@novascotia.ca or Joanna.mcdonald@novascotia.ca).
- Overcrowding Submission to HRCE: Does the WBS or SAC have interest in making a written submission on behalf of school community to the HRCE re: issue of overcrowding and request formal update/action plan from HRCE to address be provided to WBS /SAC? Not discussed due to running out of meeting time.

Principal's notes indicate that HRCE has begun their discussion for next year. They are aware of the overcrowding and are working on a solution. Susan suggested SAC should consider sending a letter at the end of March if no communication has been provided to the community.

- Discussion on SAC Funds and Funding Proposals:
 - Susan recapped that of SAC funds are currently available. Alex will create a tracking spreadsheet.
 - Gary and Susan gave an update on the status of community fundraising/sponsors and School Song Project Funding Proposal. Shaw / West Bedford Developments have been approached and information on the project has been provided. Carol has provided great project information. The person handling the request is away until January 18 and will get back to us after that date.
 - Susan and Jamuna gave an update on WBS-SAC application for \$10k SAC Grant from HRCE. No additional information on how to apply or associated timelines has been received.
 - It was noted by Alex and Jamuna that their companies will provide funding to employee designated organizations based on their volunteer hours.
 - Susan and SAC Fund Manager (Alex) discussion on SAC financial funds, governance, record keeping and processes:

- There is a SAC budget line in WBS budget.
 - SAC will use WBS accounts and maintain records of funding via SAC records and budget lines on WBS budget- (All SAC monies are within the WBS Accounts). Alex will track approved projects and expenditures via a tracking spreadsheet.
 - Criteria for decisions on funding would follow the School Success Plan goals and consider the impact on the number of students.
 - Secretary (Bei) and Fund Manager (Alex) to manage SAC funds, manage fund/proposal record keeping and provides updates to SAC at each meeting if any new developments. Susan will provide an Account summary at each meeting and Alex and Bei will provide tracking information via a SAC Spreadsheet to log the funding proposals granted and expenditures.
 - Funds / Proposals to be reviewed at each meeting going forward if any updates or new proposals.
- o The following proposals were received in January. SAC reviewed the proposal and approved as noted below:
 1. Story Workshop Application submitted by Kristen Sampson, Gr 2 French Immersion for \$250 to purchase material to support literacy in students. The \$250 was approved.
 2. Establish Clothing Unit in Core French submitted by Kristen Roy (Core French 4, 5) for \$1000 to allow Grade 5's to design and make their own t-shirts that represent themselves to support literacy for the students. The funds are to buy the t-shirts. The \$1000 was approved.
 3. Headphones for continued implementation and adjustment to the literacy centres submitted by Alexa Nemfield for \$200. This will allow students to listen to French stories while reading along themselves This was referred to Susan for WBS to provide funding for this project.
 4. Field Trip for 58 students to the Museum of Natural History to see "Discovering the first peoples of Nova Scotia" supporting the school literacy goals submitted by Margo MacLeod and Jeff Hennigar for \$1000. SAC approved \$500 with the remaining funds coming from WBS.
- 6. Student Representative items
 - No new items as no students were present.
 - 7. SAC Members' questions/comments
 - No other business from SAC members.
 - 8. Future Meeting
 - Next SAC Meeting: February 20, 2024

6. Meeting Adjourned: 8:15 PM.